

8 June 1956

Chief, Management Staff

Chief, Records Management Staff

Weekly Report - Week Ending 6 June 1956

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1. Mr. [REDACTED] left on 6 June to carry out records management assignments in accordance with a request from the Chief of Station in one of our principal field areas.

2. The use of NCR paper (no carbon required - patented by National Cash Register Company) has proved successful in 12 Agency forms. It is estimated that net tangible savings of approximately \$1500 were realized in these 12 instances. Intangible benefits are being realized through better security, economy in shipping costs because of less weight, and greater cleanliness.

3. As the result of the inventory of records in the Personnel Office we have been able to eliminate so far 7 separate records series in one division, Records and Services. These file series were duplicates of others or were unnecessary. The volume of records eliminated by their discontinuance was small but the significant thing about their being discontinued is that they were eliminated before a large record volume was accumulated.

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MgtS/RMS/[REDACTED]:pat (6/8/56)

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6/8/56